

U.S. Department of Energy
National Nuclear Security Administration
2008 Report to the President
to Implement Executive Order 13171
for Hispanic Employment

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Overview:

The National Nuclear Security Administration (NNSA) is comprised of Headquarters, eight Site Offices, Office of Secure Transportation (OST), and one integrated Service Center, separately organized under the U.S. Department of Energy. Following is a report on DOE/NNSA activities and progress in addressing Hispanic representation in the workforce.

I. Statistical Profile:

The total number of permanent employees at the NNSA was 2,561 at the end of FY 2007 and 2,673 at the near end of FY 2008. Hispanics made up 17 percent of the NNSA workforce (429 employees) in FY 2007, which exceeds the Civilian Labor Force population for the same time period. In addition, Hispanic employees at the NNSA increased by an additional 15 employees (444 employees) at the near end of FY 2008.

September 24, 2007

Organization Code/ Title	Black Female		Black Male		Hispanic Female		Hispanic Male		Asian Female		Asian Male		American Indian Female		American Indian Male		Other Female		Other Male		Minority		Female		Total
Grand Total	122	5%	78	3%	198	8%	231	9%	27	1%	80	3%	24	1%	25	1%	480	19%	1296	51%	785	31%	851	33%	2561

September 15, 2008

Organization Code/ Title	Black Female		Black Male		Hispanic Female		Hispanic Male		Asian Female		Asian Male		American Indian Female		American Indian Male		Other Female		Other Male		Minority		Female		Total
Grand Total	139	5%	88	3%	211	8%	233	9%	35	1%	83	3%	34	1%	23	1%	500	19%	1327	50%	846	32%	919	34%	2673

II. Briefly describe the "best practice" activities your site has developed and implemented over the past fiscal year to support the following key areas:

A. Community Outreach

NNSA is a strong advocate of the White House Initiative on Educational Excellence for Hispanic Americans. Activities that directly supported this initiative are listed below:

- In FY 2008, NNSA entered into a three-year cooperative agreement with a consortium of Hispanic science and engineering organizations that have a combined membership base of more than 12,000. The purpose of this Hispanic consortium is to develop and nurture an operational pipeline of the future for the NNSA complex. The three-year agreement provides undergraduate, graduate, and post-doctoral students year-round interaction with NNSA laboratories, site offices and headquarters. In addition to substantive work experience, the agreement provides students with mentoring opportunities, professional development, interaction with NNSA leaders and social networking. Over the next three years, more than 100 Hispanic students will participate in the program and directly benefit with employment prospects within the NNSA complex.
- In FY 2008, NNSA provided \$200,000 to the Hispanic College Fund's Hispanic Youth Symposium (HYS) to establish a Symposium in Albuquerque New Mexico and support seven established Symposiums throughout the country. HYS is a three-day, four-night leadership development program focused on encouraging Hispanic high school students to enter into, and complete, college and pursue career opportunities in government, the private sector and nonprofit organizations. NNSA employees participated as role models, mentors, and speakers in Symposiums in Phoenix, Arizona; Fairfax, Virginia; Albuquerque, New Mexico; and Washington, D.C. As a result, NNSA received the 2008 Hispanic College Fund Legacy Award, identifying NNSA as the premier government sponsor of the Symposium.
- NNSA senior staff presented at the "Hispanic Employment Program Managers Summit" held in Chicago, Illinois, in partnership with the National Council of Hispanic Employment Program Managers and U.S. Equal Employment Opportunity Commission (EEOC) Training Institute, 11th Anniversary Examining Conflicts in Employment Law (EXCEL) Conference, which provides a wide variety of training programs to help employers understand, prevent and correct discrimination in the workplace. The EXCEL Conference is the premier training conference for Federal managers, supervisors, and EEO practitioners (EEO counselors, investigators, agency representatives and attorneys, and everyone else interested in EEO issues and the practices that affect Federal employees). This annual EEO conference is sponsored by the U.S. Equal Employment Opportunity Commission, the agency responsible for enforcement of EEO laws in the Federal and private sectors. In keeping with its history, this conference features top-level officials from the EEOC, other federal agencies, and nationally known EEO professionals. The summit featured workshops and plenary sessions for Special Emphasis/Diversity Program Managers that enable mid- and senior-level government employees to enhance their leadership skills.

- NNSA senior staff presented at the DOE Day of Science in Knoxville, TN. The event attracted over 1000 diverse students and faculty representing some 60+ colleges and universities. This year's theme was entitled "Science Accelerated!" and showcased the length and depth of innovative and exciting science topics being explored at DOE and NNSA and their laboratories by way of exhibits. "Science Accelerated!" Also featured a graduate school fair along with careers and student opportunities sponsored by the DOE. A Minority Technical Assistance Workshop for minority educational institutions was sponsored to assist these minority institutions in building capacity and partnerships with DOE and NNSA. These activities combined a unique opportunity for DOE/NNSA program offices and laboratories to express their mission requirements before the nation's brightest minds.
- NNSA senior staff presented at the *"Hispanic Employment Program Managers Summit"* held in Washington, D.C., in partnership with the National Council of Hispanic Employment Program Managers and the League of United Latin American Citizens' (LULAC) Federal Training Institute (FTI). LULAC's FTI is an intensive career development program for government and public sector employees. The summit featured workshops and plenary sessions for Federal Special Emphasis Program Managers and Diversity Program Managers that enable mid- and senior-level government employees to enhance their leadership skills.
- A Senior Executive Service (SES) NNSA Hispanic employee presented, with other SES representatives from other Federal agencies, at the annual SES Summit sponsored by the National Organization of Mexican American Rights (NOMAR) conference on SES employment opportunities within the NNSA. In addition, the NNSA EEO and Diversity Manager presented to supervisors and employees on the EEO complaint process.
- The NNSA is involved in numerous outreach activities and academic partnerships with the Albuquerque Public School system, a Hispanic-Serving School District (HSSD). HSSDs are recognized by the Hispanic Association of Colleges and Universities (HACU) as private or public school districts in which Hispanic students make up at least 25% of the total student enrollment. Involvement includes employee participation in science fairs, employee-student tutoring programs, and an annual employee-sponsored book fair in which proceeds benefit selected elementary and middle schools.

- NNSA's Office of Diversity and Outreach has successfully established collaborations for developing scientific curricula with minority-serving institutions of higher education. The collaborations help promote NNSA's mission and workforce development, while increasing student interest in science, technology, engineering and math. In conjunction with these collaborations, NNSA sponsored eight MSIs summer Interns. Summer Interns worked a ten-week program on projects related to their academic field of study, and the disciplines ranged from engineering to business.
- NNSA signed approximately 40 Statements of Cooperation with community-based organizations associated with NNSA's Special Emphasis Programs. The purpose of this Statement of Cooperation is to develop and pursue effective corporate outreach and recruitment strategies with a variety of national, regional, and local minority and advocacy groups. This will assure a continuous pool of talented, diverse and disabled job candidates throughout the NNSA to meet current and future workforce needs.
- The Hispanic Employment Program (HEP) celebrates Hispanic Heritage Month each year with various educational and awareness activities. During FY 2008, a panel of four Hispanic managers and supervisors from the NNSA Service Center will speak on the topic, "Getting Involved: Our Families, Our Community, and Our Nation."
- NNSA supported attendance of NNSA employees at community-based training such as the New Mexico EEO/Diversity Council's Annual EEO Diversity Training and Awareness Seminar, the Diversity Leadership Council's Executive Forum on Diversity, and the Equal Employment Opportunity Commission Albuquerque Training Seminar.
- As part of community outreach efforts, NNSA also welcomes roundtable discussions with minority organizations such as NOMAR, the Santa Fe and Albuquerque Federal Executive Board Diversity Council, and the New Mexico EEO/Diversity Council to strategize on recruitment and training initiatives that benefit the community at large. Employees from NNSA are active Board and Council members, providing a unique opportunity for NNSA to have open and continuous communication with these organizations, as well as continued personal and professional development.

B. Recruitment

- On March 16, 2008, the NNSA implemented a Demonstration Project Pay Banding/Pay for Performance Personnel System. This Demo Project is designed to give managers the tools and flexibilities needed to gain and maintain a competitive edge in the current and future market place through use of higher entry salaries and faster pay progression of high performing employees. It is anticipated that this pay system will help attract highly qualified, diverse applicants for future job opportunities within the NNSA.
- The NNSA Future Leaders Program (FLP) was established in 2005 and continues to attract qualified candidates from diverse backgrounds. In FY 2008, the NNSA hired 32 participants under the FLP. Of the FY 2008 FLP hires, Hispanics represent 16%. NNSA has hired a total of 113 participants since its inception in 2005. Following is the Hispanic participation rate: FY 2005 – 24%; FY 2006 – 13%; FY 2007 17%; and, FY 2008 – 16%. The objective of the program is to develop entry-level candidates with degrees in engineering, the physical science, or business disciplines. The NNSA has been successful in using the FLP as an important recruitment tool to address current and projected skills gaps identified in the succession planning process. It is anticipated that external hiring opportunities under the FLP will result in 35 new hires for FY 2009.
- In FY 2008, the NNSA Student Career Experience Program (SCEP) acquired 12 new employees, of which Hispanics represent 42%. The NNSA has hired 53 participants since FY 2005. Following is the Hispanic participation rate: FY 2005 – 100%; FY 2006 – 100%; FY 2007 – 60%; and, FY 2008 – 42%. The Student Career Experience Program provides Federal employment opportunities to students who are enrolled, or accepted for enrollment, as degree-seeking students taking at least a half-time academic, technical, or a vocational course load in an accredited, technical, vocational, two- or four-year college, university, graduate or professional school. The Student Career Experience Program benefits both the agency and the students. Students benefit by gaining real-world work experience through year-round employment, having flexible work schedules and assignments, and gaining exposure to public service employment. The agency benefits through hiring educated and experienced graduates into their workforce.

- NNSA created a comprehensive summer experience program for more than 25 NNSA summer students, of whom, 60% or more were women and minorities. The included a room-and-boarding program, a student handbook/guide, and orientation. Additionally, students participated in the newly formed NNSA Learning Academy where they engaged in the following workshops: Creating Your Success Path; Building a Network; The Coach's Corner; and Managing Finances. Students also toured the Holocaust Museum to further enhance their understanding of diversity, and participated in a group project that focused on current NNSA business and engineering challenges.
- The NNSA's Office of Secure Transportation (OST) has participated in numerous (over 20) job fairs to actively recruit minorities and qualified women for Federal Agent positions. OST has attended job fairs to recruit Hispanics, African Americans, Native Americans, Asian-Pacific Islander's, and women. OST's Federal agent recruitment team continues to actively recruit minorities through law enforcement conferences and military job fairs.

Recruitment of minorities and females took place, or are scheduled, at the following law enforcement conferences:

Women in Federal Law Enforcement (WIFLE) – June 24-26, 2008
 National Organization of Black Law Enforcement (NOBLE) – July 26-31, 2008
 National Asian Peace Officers Association (NAPOA) – August 25-29, 2008
 Hispanic American Police Command Officers Association (HAPCOA)
 September 28-October 2, 2008
 National Native American Law Enforcement Association (NALEA) –
 October 7-9, 2008
 National Latino Peace Officers Association (HAPCOA)
 October 29-31, 2008

C. Career Development

- In FY 2008, the NNSA's Chief Learning Office and the Learning and Career Development Department created an NNSA-wide corporate approach to leadership development and an adjunct selection process. The approach provides a central fund (training and travel) for participants who are selected into an NNSA approved/sponsored leadership development program (NNSA currently funds fourteen programs). The selection approach provides an equitable playing field for all NNSA employees to apply for a leadership development program. This new process identifies clear standards and guidelines for the diverse senior management selection panel to follow in determining the NNSA selectee.

- NNSA's Chief Learning Officer is developing an "InTeach" program to tap into the tacit knowledge of all NNSA employees. InTeach will use NNSA employees to teach other NNSA employees on a wide variety of subjects and NNSA programs. Any NNSA employee can participate, as a student and/or teacher. The majority of the events taught under InTeach will be digitized, primarily via videotape, and publicized to all NNSA employees through the NNSA Intranet. This provides all employees at the entry, middle, and senior levels opportunities to participate either by attending live sessions or through video.
- The NNSA Chief Learning Office launched a new career path/career option initiative. This initiative provides all NNSA Federal employees with a tool to navigate their career by identifying competencies, skills, knowledge, and relevant experience needed within each career path. The tool showcases development opportunities and available learning engagements to assist individuals build specific competencies. Additionally, the tool blends workforce planning initiatives and emerging career opportunities to assist employees in visualizing different options available within NNSA. Employees can then establish clear career paths that fit individual needs which complement the agency's work force needs. This initiative provides all employees with the ability to manage their career opportunities by matching developmental opportunities with training activities to secure their career of choice.
- NNSA recognizes there must be a variety of developmental opportunities for all employees, to ensure a diverse and capable workforce. In that effort, NNSA began researching a mentee-driven NNSA mentoring program in 2008. The design of the mentoring program is mentee driven in that the developmental needs and objectives are based on the mentee. In addition, this program will provide all employees access to management and senior leaders not typically offered in traditional hierarchies. The mentoring program is also complimented by using a web-based program which will allow for mentoring relationships throughout the nation.
- The Office of Human Capital Management Services revitalized and redesigned the SCEP program. The week long orientation combined the effort and involvement of the EEO and Diversity Office, and the Office of Public Affairs specifically geared towards the new SCEP class of FY 2008. The program took place the week of August 18, 2008 with information sessions provided by various representatives of the Service Center, a tour of the base, Sandia and Los Alamos Laboratories, a dress-for-success segment on appropriate office attire, and lunches sponsored by NNSA's Management Team and the Special Emphasis Program Managers. A SCEP Team consisting of human resources, public affairs, and EEO staff members has been established to support/promote a successful SCEP program. In

addition, a SCEP guidebook was developed for supervisors and mentors describing roles and responsibilities.

- Employees hired under the Future Leaders Program are also placed on Individual Development Plans that outline developmental work assignments, projected training opportunities, and rotational assignments or details. Employees under this program receive close monitoring, guidance, and mentoring by senior program officials, technical engineers and scientists relative to their Federal careers. Additional mentoring and career development programs are being explored and formalized on a continuous basis by the NNSA training department.
- The Mid-Level Leadership Development Program (MLDP) was implemented by NNSA in FY 2006, and is one tool the NNSA developed to build a pool of diverse and qualified personnel who are prepared to assume leadership roles in the organization. The MLDP does not guarantee career advancement or career change without competition; however, the program may increase the skills of the individual and could result in additional career development opportunities. During FY 2006, 20 NNSA employees were competitively selected to participate in the Mid-Level Leadership Development Program (MLDP). Of these 20, 70% were women and minorities and 16 participants completed the program in December 2007.

D. Accountability

- Consistent with the Secretary of Energy's EEO and Diversity Policy statement and DOE Order for training, NNSA trained 195 supervisors and 992 employees with an annual EEO update on the complaints process and NNSA's Diversity Strategic vision.
- All Managers and Supervisors are rated on the following performance element each year: Maintains awareness and sensitivity to issues of diversity, discrimination, and affirmative action; develops and utilizes employees as valuable, diverse human resources; fosters a work environment that is cooperative and free of discrimination; contributes to achieving workforce diversity and affirmative actions goals; supports EEO activities through personal and staff participation.
- In FY 2008, NNSA established a Talent and Leadership Development Council. The Council is comprised of NNSA managers and supervisors and is chartered to establish and oversee corporate policy planning and procedures on employee training and development matters. The Council provides recommendation that ensure NNSA's approach to employee development is fair, equitable, and maintains integrity. All Council recommendations are presented to the NNSA Management Council and the Administrator for review and approval.